

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Sergeant Tech

Revision Date: 02/2012

EEO Category: Protective Services

Status: Non-exempt

Control No: 36404

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Investigative Division commanders, supervises daily operations of the crime laboratory in the office, field and laboratory. Responds to calls for service and call outs when necessary. Responsible for laboratory staff and the cross-trained police officers specific to their crime scene technician duties.

III. Essential Duties:

- Supervise and direct laboratory staff members and assure that all activities conform with state and federal laws, professional practices and other applicable guidelines and regulations.
- Perform advanced scientific casework; maintain own expertise; coordinate, develop and manage budgets; and develop and manage grant projects..
- Develop, update and approve new forensic science procedures and section work goals. Respond to all legal discovery requests.
- Participate in hiring, delegation of workload, training, evaluating performance and initiating corrective or disciplinary action.
- Perform and supervise laboratory examinations of evidence including specialized processing involving physical, chemical, optical and digital methods; evaluating test results, making recommendations, communicating findings and compiling reports; and reviewing laboratory work for quality, accuracy and completeness.
- Remain current on scientific advancements in the forensic field through technical publications, presentations and training in order to apply appropriate methodologies.
- Handle time records, requests for time off, overtime, on-call coverage, performance evaluations, scheduling and complaints.
- Maintain an inventory of laboratory equipment; assess the need for repair, replacement or addition of equipment.
- Conduct in-house training for new hires and continuing education for laboratory staff and cross-trained patrol officers. Work towards efficient and effective forensic services.

IV. Miscellaneous Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in biology, chemistry, forensic science, criminal justice or closely related field.

**Experience:** Requires four years progressively advancing crime laboratory experience and three years of latent casework proficiency.

**Certificates/Licenses:** A valid Utah Drivers License is required. Must be certified as a current Marijuana Leaf Identification Technician and a current Field Identification Drug Officer. Must be a POST certified Law Enforcement Officer. Must obtain IAI Latent Print Certification within two years.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Police terminology and practices; municipal and state laws; City and Department policies and procedures. Working knowledge of scientific instruments and equipment, including laboratory techniques and safety

practices. Thorough knowledge of proper crime scene investigation, fingerprinting, Automated Fingerprint Identification System, basic photography, evidence collection, and preservation and storage techniques.

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, money and tools; supervision of personnel; and for making decisions affecting the activities of other people.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent contact with others, requiring tact and judgment; requires well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Requires regular use of a police vehicle, computer, printer, telephone and copier and crime lab equipment and tools; occasional use of a firearm.

**Analytical Ability:** Prioritize tasks; work well under pressure and in difficult situations; maintain composure during stressful situations; establish effective working relationships with employees, other agencies and the public; ability to analyze a situation and make sound recommendations and decisions; organize, delegate and establish meaningful goals; collect and rapidly assimilate facts; research effectively; maintain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; understand how chain of command works in a paramilitary organization.

VI. Working Conditions:

*Physical Demands:* Duties of job require moderate to heavy physical exertion including running, climbing, kneeling, stooping and balancing; constant seeing and hearing. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 50 pounds. Constant attendance is required.

*Working Conditions:* Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public. Frequent exposure to unpleasant or hazardous conditions. The noise level is usually moderate. Must work in all weather conditions as well as all types of environmental and physical hazards. Position may include shift work, weekends, holidays and on-call work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_